



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
ENVIRONMENTAL AND HISTORIC
PRESERVATION (EHP) ENVIRONMENTAL
SPECIALIST**

ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) ENVIRONMENTAL SPECIALIST

1. **Competency: Ensure completion of assigned actions to meet identified objectives.**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives.

1a. **Behavior: Conduct EHP project reviews**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Coordinate the integration of environmental reviews with concurrent historic preservation and floodplain reviews: <ul style="list-style-type: none"> • Facilitate reviews with floodplain and historic preservation staff at the beginning of the review process • Include floodplain and historic preservation staff in meetings, and inform stakeholders of any project changes 	E, F, I, J		
2. Support the development of EHP project review materials: <ul style="list-style-type: none"> • Develop an environmental and floodplain document • Compile relevant floodplain and environmental maps • Document the review process in accordance with state or local standards • Review and determine the appropriate compliance requirements based on state and local laws and regulations • Coordinate and integrate local floodplain ordinances and environmental regulations into the compliance reviews • Ensure preparation of consultation letters to state and local environmental agencies • Conduct background research for phased environmental site assessment 	E, F, I, J		
3. Support the environmental compliance review through participation in project development meetings: <ul style="list-style-type: none"> • Describe actions that trigger more extensive environmental reviews • Present basic requirements and responsibilities of the state and local laws and regulations and various laws related to coastal regions, floodplains, debris management, and socioeconomic matters • Provide specific technical support on regulations, policies, and procedures Explain review process, documentation requirements, timetables, and consultation needs, and coordinate with Unified Federal Review • Provide meeting minutes as documentation and as checklist for follow-up actions • Outline roles and responsibilities for compliance 	E, F, I, J		

1b. **Behavior: Determine the recovery actions outside established environmental compliance agreements and protocols for streamlined review**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

4. Identify potential recovery actions not covered by established agreements/protocols: <ul style="list-style-type: none"> Identify types of actions that have no significant environmental impacts and do not require alternative actions 	E, F, I, J		
5. Identify the need for technical specialists and communicate needs to immediate supervisor: <ul style="list-style-type: none"> During the review process, identify projects that require technical specialists such as a Certified Floodplain Manager (CFM), wetlands delineation expert, biologist, historic preservation specialist, archaeologist, or others 	E, F, I, J		
6. Participate in scoping activity with external stakeholders: <ul style="list-style-type: none"> Address routine activities with minimal potential to affect listed species, critical habitat, and local floodplain ordinance 	E, F, I, J		
7. Prepare a formal consultation, with adequate supporting documentation: <ul style="list-style-type: none"> Deliver completed scope of work and project locations Note potential impacts Provide photos and reference maps 	E, F, I, J		

1c. Behavior: Manage documentation according to the EHP management plan

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Consolidate, organize, and file documents into the Authority Having Jurisdiction (AHJ)-recognized systems of record.	E, F, I, J		

1d. Behavior: Provide technical assistance on environmental considerations to the incident management organization and external stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Communicate environmental information, advice, and statuses in a precise and timely manner to help solve problems, answer questions, and inform others: <ul style="list-style-type: none"> Participate in status meetings Inform planning and resource decisions with assessment results 	E, F, I, J		
10. Ensure that environmental reviews meet AHJ compliance requirements.	E, F, I, J		
11. Support the delivery of technical assistance on environmental considerations: <ul style="list-style-type: none"> Interpret environmental regulations and policies and provide relevant information for management decision-making Compile relevant maps for situational awareness and decision-making Conduct environmental and floodplain analysis Prepare consultation letters, including any issues, status updates (for internal and external stakeholders), and mitigation tactics to avoid adverse effects to the environment Conduct background research for phased environmental site assessment 	E, F, I, J		

1e. Behavior: Synthesize information using authorized and systems of record computer applications

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Integrate computer-generated data into reports, documents and other products: <ul style="list-style-type: none">● Include U.S. Geological Survey maps, floodplain and coastal zone maps, digital photographs, Geographic Information Systems (GIS) data● Use the appropriate platforms and systems of record	E, F, I, J		